

13 August 1973

MEMORANDUM FOR: Deputy Director of Security (PTOS)  
Deputy Director of Security (PS&I)  
Deputy Director of Security (P&M)

SUBJECT : Cost Analysis of the Office of  
Security by Function

1. On 8 August 1973, the Director of Security advised that all Offices within the DDM&S have been requested to prepare an analysis of their respective components by function and assign costs to each. The results will be employed by Mr. Brownman in his consideration of possible future reductions in Directorate resources. The deadline for this submission is 1 December 1973, but the Director of Security has asked that the subject be considered by the Deputy Directors sufficiently to permit general discussion shortly following his return from leave. He has asked that I coordinate this effort.

2. Before attempting to establish the cost of operation for the Office of Security in the manner requested, it is important that there is agreement on the functional categories, certain of which may not fall neatly into organizational distinctions. To this end, I have reviewed the memorandum prepared by Acting Chief, Executive Staff dated 20 October 1972, subject: Functional Statement, Office of Security, and the current organization charts. The following is submitted simply as a place from which to begin, recognizing that there may well be revisions to an analysis based upon limited exposure.

3. I suggest that the functions of the Office of Security could be divided into the following specific categories:

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STATINTL

(a) [REDACTED] including the functions of the Interagency Training Center;

(b) Physical security of installations (domestic and overseas) including Survey, Safety and Headquarters Security Branch;

(c) Technical Security (domestic and overseas). All engineering activities, exclusive of audio;

(d) Operational Support (domestic and overseas) as provided by both DD/PTOS and DD/PS&I;

(e) Personnel Clearances;

(f) Personnel Security (exclusive of clearances); including CI and other Agent operations;

(g) Extra-Agency Responsibilities including participation in extra-agency boards and committees and provision of common services to the USIB (including the SSC)

(h) Management (including planning and administrative support);

(i) Information Management (specifically SRD);

(j) Training (Office, Agency and other).

4. Following agreement on a set of functional categories, this Division will then attempt to logically assign costs based upon our B&F experiences.

5. Your comments and suggestions regarding the above will be appreciated.

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[REDACTED]

Deputy Chief  
Plans, Programs and Administration Division

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) <span style="float: right;">Cost Analysis of the Office of Security by Function</span>				
FROM: <span style="background-color: black; color: black;">[REDACTED]</span> Deputy Chief, PP&AD		EXTENSION 6200	NO. DATE 13 August 1973	
TO: (Officer designation, room number, and building)	DATE RECEIVED      FORWARDED		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DD/P&M 4E-60 Hqs.	14 AUG 1973		<i>[Signature]</i>	<p>Let's discuss in terms of:</p> <p><b>A.</b> Making the 20 Oct 72 report available to all the DD's</p> <p><b>B.</b> Getting the DD's decide on the functional breakdown, &amp; you concern yourself with the prime tag.</p> <p><b>C.</b> Forget paragraph 5, and consider a meeting with the DD's so that we are all on the same wave length.</p> <p><b>D.</b> Braunman instruction of 13 Aug 73 (DD Ms 73-3191) the format, and the new deadline of 9 November.</p> <p><b>E.</b> Involvement by the Plans &amp; Programs Branch — &amp; possibly Chief Finance Br.</p>
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## Cost Analysis of the Office of Security by Function

Deputy Chief, PP&AD

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13 August 1973

DATE \_\_\_\_\_

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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